APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Department of Public Safety	Application Number
	Uniform Division – Drivers Services	**76-348**
Application Number	959 East Confederate Avenue, S. E.	Date Received / Date Completed
	Atlanta, Georgia 30316	NOV 2 9 1976 / DEC 1 7 1976

2. Person to Contact Lt. Kicklighter

Working Title Supervisor

Telephone Number 6179

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest: Jan. 1976   Latest: Present

5. Records Series Title *(followed by title used in office; if different)*

Motor Vehicle Report Certifications (Bulk Requestor)

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Uniform Division is responsible for the patrol of streets and highways to insure the safety of lives and property; the investigation of motor vehicle accidents and the computation of related statistics; the licensing of citizens to operate motor vehicles and the suspending or revoking of licenses; and the supervision of motor vehicle inspection records and the distribution of motor vehicle inspection stickers and other related documents. The Division must be available when called upon in the event of civil disorders or natural disasters and is responsible for the safety of the Governor of the State of Georgia and his family.

7. Record Series Description This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: Authorization to obtain Motor Vehicle Reports by bulk requestors.

Included are: Bulk requestors certificate.

File is arranged: Chronologically by date.

8. Monthly Reference Rate How often are records referred to which are:

One to six months old __25__ ; Seven to twelve months old __25__ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?

9. Annual Rate of Accumulation of Records

Letter-size drawers __2__ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____.

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YES	NO	10. Questionnaire (Place an "X" in the proper column)		
X		a. Is this the official copy of the series? If not, where is it?		
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.		
	X	c. Is this a vital record?		
	X	d. Does this series have historical or long term research value?		
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?		
	X	f. Is the information contained in this series ever published? If yes, attach copy.		
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.		
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?		
	X	i. Is this series (or a major portion of it) regularly microfilmed?		
	X	j. Does the record series result in a computer printout?		

11. Retention Requirements   The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	____1____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Driver's Licensing Act (Ga. Laws 1975, Act 603 Ga. Code Annotated (Rule 570-3-15).

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____month_____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
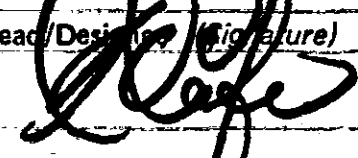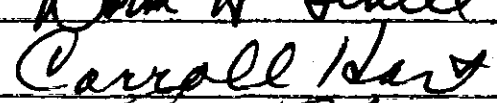☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)
   Hold in current files area one year then destroy.

ϕ Concur

() Nonconcur   ✓ _____ *[signature]* _____
                   Director of Drivers Services

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
✓ *[signature]*	11-17-76	*[signature]*	11-15-76

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
	State Auditor/Designee	*[signature]* Dorm H Jewell	12-16-76
	Secretary of State/Designee	Carroll Hart	12-6-76
	Attorney General/Designee	*[signature]*	12-17-76

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